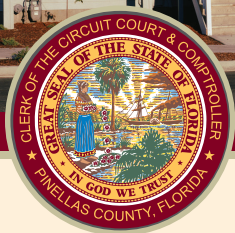


LANDLORD/TENANT ACTIONS

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A residential landlord/tenant action applies to the rental of a noncommercial dwelling and is an action filed by a landlord against a tenant. Procedures for enforcing landlord/tenant rights are found in Florida Statutes, Chapter 83.

KEN BURKE, CPA
CLERK OF THE CIRCUIT COURT
AND COMPTROLLER
PINELLAS COUNTY, FLORIDA

LANDLORD/TENANT ACTIONS

A landlord (owner or leaser of a dwelling) may file a residential action against a tenant (person living in a dwelling under lease/rental agreement). Commercial, agricultural or personal property lease litigants should consult an attorney for the proper dispute resolution procedures.

Clerk employees may not provide legal advice. You may wish to contact the Clerk's Self Help Centers at (727) 464-5150 in Clearwater or (727) 582-7941 in St. Petersburg, to schedule an attorney appointment. Attorney appointments may also be made online via the clerk's website.

Before filing a residential action, proper written notice must be given to the tenant. Forms are available from the Clerk's office and on the website.

After giving written notice, landlords must file a complaint and request the Clerk to issue a summons for service on the tenant. The following documents are required:

- One copy of the notice for the case file and two copies for each tenant named in the case
- One copy of the lease for the file and two copies for each tenant named in the case
- A legal-size, stamped envelope, addressed to each tenant
- One self-addressed, stamped envelope
- Two copies of the complaint for each tenant named in the case

You also may wish to make and keep copies for yourself.

Separate payments will be required for the Clerk's filing and summoning fees.

The tenant(s) will have a specific time period to respond. If a response is filed and/or money is deposited in the court registry, the landlord as plaintiff must contact the assigned judge's office to schedule a court date. If no response is filed and/or no money is deposited in the court registry, the plaintiff may file a Motion for Default with the Clerk's office.

For more information, please contact Civil Court Records at (727) 464-7000 or visit www.mypinellasclerk.org.

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